

MEMORANDUM NO. 2021-111

TO: School District Superintendents
Personnel Directors
Principals

FROM: Trent Carroll, Chief Operations Officer

DATE: September 13, 2021

SUBJECT: WDE642 Staff Publication Exemption Request Opened September 7

WDE642 STAFF PUBLICATION EXEMPTION REQUEST OPENED MONDAY, SEPTEMBER 7, 2021

Last year, the Wyoming Department of Education (WDE) created the **WDE642 Staff Publication Exemption Request** data collection so school districts would have the opportunity to exclude at-risk staff from being included in Freedom of Information Act (FOIA) data requests for district staffing data, including staff names.

The collection opened on Monday, September 7, 2021 and districts will have until Friday, October 1, 2021 to make their initial submission. Districts are asked to only include staff whose inclusion in FOIA requests for staff data could endanger the employee's life or physical safety.

To submit a data file, an individual will require the WyEd WDE642 Certify role. The collection form can be found [here](#). Scroll down to the WDE642 and click on the arrow to the left of the collection number. The collection form and guidebook can be found under the Documents tab.

Districts will be required to provide all the following information:

- Staff WISER ID.
- Staff name.
- Staff date of birth and gender.
- A brief description of why exclusion from staffing data requests is requested.

Districts that wish to add people to the list mid year can resubmit, adding people to the spreadsheet, at any time during the school year.

For more information, contact Linda Finnerty, Communications Director, at 307-777-2053 or linda.finnerty@wyo.gov.

For assistance with the data collection submission, contact Elizabeth Foster, Data Collection Specialist, at 307-777-7009 or elizabeth.foster@wyo.gov.